



Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001

Memorandum

To: Distribution

From: Kevin Christensen, P.E.
Construction Engineer

Date: June 25, 2007

Subject: Contractor Relations and Access to MDT Test Trailers and Laboratories

This memo replaces the previous memo on the subject of Contractor Relations dated December 8, 2005.

In order to reduce confusion and promote uniformity in contract administration throughout the state, this memo provides guidelines for the distribution of information and to address contractor access to MDT test trailers and laboratories. While this memo is primarily directed towards Project Managers, it provides guidelines that should be used by all district personnel.

Contractually the contractor is responsible for Quality Control of the products placed on construction projects. Conversely we are responsible for Quality Assurance testing. Quality Assurance testing includes Plant Mix Surfacing volumetrics and density testing of cores. The results from all testing used to assess incentive and disincentives should be shared with the contractor as soon as possible so that they can make adjustments to their Quality Control Plan.

Although we have no contractual obligation requiring us to give contractors access to our test trailers or laboratories, reasonable access should be granted to ask or answer questions and/or obtain test results. However, the contractor or their representatives are not allowed to continually stay in our test trailers or laboratories. Observation of test procedures must be scheduled thru the EPM and District Lab Supervisor.

Under no circumstances should the contractor have access to our computers, offices or laboratories without MDT personnel being present. Do not allow the contractor to run any QA testing, use MDT lab equipment, enter data, or change any data in the project computer. If the contractor requests a copy of the completed testing, have them provide a disk for this purpose.

Please contact me if you require additional information.

CC: District Administrators Loran Frazier, Chief Engineer District Construction Engineers
District Operations Engineers Construction Engineering Services
District Materials Supervisors Area Lab Supervisors

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